



BURLINGTON  
PARKS  
RECREATION  
WATERFRONT

**Parks & Recreation and Harbor Commission Meeting  
Minutes  
December 6, 2016**

**Commission Present:** Bossange, Kaplan, Hanson, Hurley, Pierce, Healy and Montroll

**Staff Present:** Bridges and Leclair

The meeting was convened at 5:38 p.m. by Commission Chair Kaplan.

**Approval of Agenda**

A motion was made to approve moving the Welcome New Commissioner item to after the Approval of the Agenda and after the Approval of the Consent Agenda and remove the Season End Update on Waterfront and North Beach item. Motion was made to approve Agenda changes, by Bossange, second by Pierce, motion carried.

**Approval of Consent Agenda**

Approval of Minutes of November 1, 2016 Meeting

\*waive the reading, approve the minutes and place them on file

Approval of Amended Minutes of October 4, 2016 Meeting

\*waive the reading, approve the minutes and place them on file

Motion was made to approve the consent agenda by Hurley, second by Bossange, motion carried.

**Welcome New Commissioner**

Kaplan welcomed new Commissioner, Kaitlyn Healy. She introduced other Commissioners and Montroll the Student Representative.

**Tree Appeal**

Dave Burrell, a resident at 230 Lakewood Parkway voiced a concern he has about a City tree in the greenbelt in front of his house. He stated that the tree is uplifting the sidewalk and branches are growing into his tree. He felt the sidewalk displacement is a safety concern. He said the tree branches have been trimmed by the Tree Crew but wants the tree taken down.

Hanson asked if any other residents had complained about the sidewalk. Bridges responded he had not received any. He also said that the tree is healthy and is not scheduled to be taken out. He said the sidewalk can be addressed by the Department of Public Works.

Kaplan acknowledged Mr. Burrell's concern and said the Commissioners would discuss and make a recommendation to Bridges. Bridges will forward to Mr. Burrell.

**Public Forum (Time Certain 6:00PM, 3 min. per person time limit)**

Public forum opened at 6:00 p.m. by Kaplan. No one attended that wanted to speak at the Public Forum. Kaplan closed forum.



### **Approval of Dock Placement**

Bridges stated that the Harbor Commission has the authority to approve the proposal for commercial dockage in the Burlington Harbor. He said the Burlington Harbor Marina is applying for State and Army Corps permits. Bridges explained that the existing Waterfront Shelter will be relocated to accommodate the project.

Kaplan asked if there was a landside structure and he said there was not.

Jack Wallace and Chuck Deslauriers representing Burlington Harbor Marina were in attendance to answer questions regarding the project.

Bridges explained that the docks and facilities associated with the project are floating structures. The breakwater will have public access.

Mr. Wallace said the project will contain 60% seasonal dockage and 40% transient dockage. There is also a proposed water taxi component that could service the project area as well as the Boathouse and North Beach.

Bossange asked what the height of the break wall was and Mr. Wallace said it was 24". Bossange asked about fuel pipes and storage. Mr. Wallace answered that the fuel tanks were underground at the north end of the project and the pipes run underground to the fuel pump. The pipes will be disconnected in the winter and the docks will stay in the water. Mr. Wallace says he has received input from surrounding entities, i.e. Coast Guard, Lake Champlain Ferry Co., Green Mountain Boat Lines, Echo etc. He said some temporary buoys were placed in the harbor as markers where the project would go so the Spirit of Ethan Allen could see where the project was to sit in the harbor. He said the design helps channel boats into the dock area with no tie ups outside the channel.

Kaplan asked what the Commission needs to do at this meeting regarding the project. Bridges responded that the permits are coming and that the project timeline will not be impacted. There should be an Action Item by next meeting.

Pierce asked about the visual impact on the harbor and surrounding areas. Bridges said there is very minimal impact as it actually sits below the fishing pier level. Bossange asked if there is impact on the new bike path and Bridges responded that it is also minimal.

Hanson asked about restrooms and accessibility. Wallace responded there are restrooms in the north end of the facility and that the docks are ADA compliant. Hanson also wondered about the proposed access point for the water taxi causing traffic problems for boat slip patrons. Wallace responded that the location has been moved around several times in an effort to find a suitable location.

Kaplan said it will be an Action Item on next agenda.



### **City Hall Park Concept Plan**

Meghan Tuttle, the Comprehensive Planner for the City of Burlington, Laura Wheelock, Engineer for the Department of Public Works and Kirsten Merriman-Shapiro of the Community and Economic Development office presented the City Hall Park Concept Plan. The concept plan was approved in 2012 originally. Tuttle said the project is part of the Great Streets Initiative. The Great Streets Initiative is goals, policies and plans for the City over the years. Some of the goals for the plan include walkable, bike friendly streets, sustainability and vibrancy. It includes 3 projects actually: to set standards for downtown streets, a conceptual plan and construction on 2 blocks of Main Street and City Hall Park.

Some of the features for the City Hall Park Concept Plan are:

- Continues to be an open space
- Focal point with water feature
- Pathways for people to access the park
- Farmer's Market relocated to the outside boundaries of the park on the street
- Activity Areas
- Possible vendor areas
- Designed to re-establish the turf
- Some seating walls, elements other than just benches
- Possible performance area

Bridges pointed out the plan also addresses the issue of the storm water running through the park, accessibility and ecological aspects.

Hurley asked if there will be electrical access and what time of year would construction take place. Tuttle said there will be some access to electrical outlets and construction would be in the spring of 2018 with the entire facility shut down until complete.

Kaplan said the Commission will respond and Bridges will forward response. Kaplan acknowledged there were attendees wanting to speak about the project and opened for comments outside of the regular Public Forum time.

Carolyn Bates presented an alternate plan that a group of citizens had worked on. She highlighted some of the features; curved paths, leaving central fountain, suggested coin operated restrooms, game tables etc. Bates said the group is concerned about jeopardizing the historic aspects of the park. She suggested a staff presence in the park to interact with park goers and clean and maintain the park. Bates also wanted the park name to be changed to "Bernie's Park".

Kathleen Ryan said she has not really heard about the plan. She too is concerned about the changes to the historic features in the park and that the new conceptual plan is a drastic change to the existing design of the park. Ryan stated that the City should take care of the park as it presently is and step up the maintenance schedule. She said she was concerned that most people don't know about the plan.

Tuttle explained that the Design Team will be presenting at a number of NPA and other meetings. She also pointed out that some of the features that the citizens are concerned about losing are actually not



historic features of the park. They were moved from other places. The arrangement of the pathways, not the features are historic.

Kaplan closed the City Hall Park Conceptual Plan discussion and thanked attendees.

### **Smoking Ban in City Parks**

Bossange is in favor of getting the ban going forward. Bridges said he drafted a new resolution as directed by the Parks, Arts & Culture Committee. Kaplan pointed out that the Commission was at an impasse about what the City Council could pass this year. The Commission supported a ban in the parks. She will solicit support from the Board of Health Commission for the full ban.

Bossange asked if there was a second ordinance that could pass by City Council. Bridges said the drafted ordinance is what the Council asked for. He also said the National Recreation and Parks Association supports full smoking bans.

Montroll asked if the ban was on smoking specifically or on all smoking products. Bridges answered that it was for smoking and e-cigarettes as well. Anything that emits second hand smoke.

Healy pointed out that the discussions need to be mindful of the tourists that come from areas where smoking is acceptable.

Bridges said the previous ordinance was for certain areas of the parks which did allow for smoking in some other areas.

### **Concession Agreement**

Bridges updated the Commission on the Segway evaluation of their one year performance and recommends entering into a 3 year agreement. There have been no complaints and have been very successful.

Kaplan asked if the Department needs to put out a Request for Proposal and should a vote be taken. Bridges said he will ask the Legal Department if an RFP has to be issued or can there be a 3 year contract entered into with the Segway vendor. Pierce recommended moving forward with the agreement once the legal questions are answered. The rest of the Commission members agreed.

### **Diversity and Equity Training**

Kaplan said the City Council passed an ordinance that all Commission Chairs must attend a Diversity and Equity training session. She attended and encouraged and offered it to all the Commission members.

### **Director's Items**

Bridges reported to the Commission that the bike path is not open yet but should be open by Christmas. Information is listed on the Department's website. He showed some photos of the project and said a bid will be going out for the next phase. The next phase is North of North Beach to the Colchester Bridge.

Pierce asked about dog parks and Bridges explained that the dog park area at Texaco Beach had been expanded.



Bridges also reminded Commissioners about the Pomerleau Holiday Party and the Senior Holiday Dinner coming up, Sunday, December 11<sup>th</sup> and Wednesday, December 14<sup>th</sup> respectively. He will ask Emma Allen, the Internal Events Coordinator to send a reminder email.

#### **Commissioner's Items**

Kaplan wants the Commission to have a retreat. It is considered a public warned meeting but just some general minutes will be taken. She will send an invite.

Kaplan also asked that the Commissioners be assigned City email addresses instead of using their personal ones for Department business. Bridges answered that it will be happening soon.

#### **Adjournment**

Motion was made to adjourn at 8:15 p.m. by Pierce, second by Healy, motion carried.